

<p>Kiosk</p>	<p>~ Signage “PETROL PUMPS – SWITCH OFF HERE”</p> <p>~ Notice stating “INSTRUCTIONS FOR STATION CONTROLLERS” detailing emergency procedures permanently displayed in kiosk</p> <p>~ Clear & unobstructed view of dispensing area*</p> <p>~ Telephone must be available</p> <p>~ Attendant must be at least 16</p>	<p>✓</p>	<p>*CCTV is acceptable</p>
<p>Extinguishers</p>	<ul style="list-style-type: none"> • Check date (service record up to date) • Check correct colour for hazard • Check in 'green' ie pressurised 	<p>✓</p>	<p>If Red advise needs servicing</p>
<p>Tannoy</p>	<p>~ Is tannoy switched on</p> <p>~ Can announcements be heard from furthest pump islands</p>	<p>✓</p>	

EXTERNAL

<p>Storage Tanks</p>	<ul style="list-style-type: none"> ~ Fill point should have required markings (11/12) ~ Fill pipe/off set fill caps should be secured by lock & chain (13) ~ Each dipstick/gauge should be correctly marked (14) ~ Off-set fill cabinet should be in good condition (19) ~ Vent pipes are securely supported & protected by a flame arrester (22) ~ Manhole chamber water level is checked and rectified (23) ~ Sand located near the off-set fill ~ Check vent pipes correspond with manifold ~ Vent pipe should be fitted with a flame arrester & flow restrictor plate ~ Vapour return point should be locked with a lockable self-seal cap (c9) ~ Fittings for delivery & return pipes different (c10) ~ Vapour return point must be marked “CONNECT VAPOUR LINE BEFORE OFF-LOADING”(c26) ~ Each connected tank marked “WARNING. THIS TANK IS MANIFOLDED. ISOLATE TANK VENT PIPE BEFORE COMMENCING ANY WORK” ~ Tank fill point marked “NOT MORE THAN TWO TANKER COMPARTMENTS MAY BE OFF-LOADED AT ONE TIME” 		
<p>Pumps/Dispensers</p>	<ul style="list-style-type: none"> ~ Pumps/hoses working & free from damage ~ Latch pins not present ~ Pumps are locked ~ Signs state “PETROLEUM SPIRIT, HIGHLY FLAMMABLE, NO SMOKING, NO NAKED LIGHTS, SWITCH OFF ENGINE” 		<p>*wear & tear, cracks etc</p>

<p>Forecourt</p>	<p>~ Drainage channels should be undamaged & kept free of dirt etc</p> <p>~ No unauthorised equipment should be in hazardous area</p> <p>~ Charcoal, paraffin & LPG should be safely stored</p> <p>~ Forecourt should be sound</p> <p>~ Sand located near the pumps</p> <p>~ Adequate illumination should be provided (100 lux)</p> <p>~ Tanker stand must be adequately illuminated (100 lux)</p>		<p>No more than 3 luminaires not working – take lux reading if unsure</p>
<p>Switch</p>	<p>~ Check petrol pump switch</p> <p>~ Clearly marked with “PETROL PUMPS, SWITCH OFF HERE”</p>		<p>Pull key in & out</p>
<p>DCD box</p>	<ul style="list-style-type: none"> • Check lights • Check siren • Check telephone* • Print Ullage report 		<p>*ring 999, advise TS test – give initials</p>

Retail premise

Category	Detail	Y / N / n/a	Notes
Food	~ Check Use by's / Best before's ~ Food labels as per requirements, ie	✓	NIDSNOI ~ FoV, Pic rep etc
Unfair trading/ CPR's	~ Clear pricing.	✓	
Tobacco	~ Obligations in relation to sales met ~ Tobacco Notice on display	✓	large shops must cover tobacco
Underage sales	~ Where relevant are there systems in place to prevent UAS?	✓	If the shop does not operate a Challenge policy, suggest Ch. 25
Safety	~ Are relevant items marked as per safety requirements? ~ Any specific safety legislation that needs to be considered?	n/a	i.e. Manufacturer details and CE mark. Toys / Cosmetics